

**(DRAFT) PROPOSAL SPECIFICATIONS**

**REQUEST FOR INFORMATION (RFI)**

**20 FEB 2014**

**PROJECT: ACTIVATION SERVICES IN SUPPORT OF POLYTRAUMA AND BLIND REHABILITATION CENTER, PALO ALTO HEALTH CARE SYSTEM, PALO ALTO, CA 94304**

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**PROPOSAL SPECIFICATIONS**

1. Owner Provided Pre-Bid Documentation
  - A. Equipment List with technical specifications
  - B. TBD
2. Owner Provided Post-Bid Documentation
  - A. Warehouse Contact Information
  - B. Copies of all Purchase Orders
  - C. Copies of all Bills of Lading or Other Receiving Documentation
  - D. Room by Room Report
  - F. Updated Floor Plans with Equipment Shown as furnished by the Architect.
  - G. TBD
3. Qualifications of Respondents/Acceptance or Rejection of Proposals:
  - A. To be considered for award of contract, the Respondent must demonstrate to the Owner's satisfaction that he is fully aware of all facets involved in this type storage, re-delivery and installation and he possess the capability and resources to fully perform the work as outlined.
  - B. Award of contract shall be based upon, but not necessarily limited to:
    1. Amount of experience with similar healthcare projects.
    2. Strength of Respondent's workforce in terms of professional staff and full-time supervisors.
    3. Suitability and quantity of respondent-provided Materials Handling Equipment.
    4. Suitability of warehouse storage facility.
    5. Demonstrated ability to track and invoice for each phase separately.
4. Completion and Submission of Proposal:
  - A. By signature the undersigned certifies they able to comply with all facets of this proposal unless otherwise noted in detail on the bid submission.
  - B. All prices quoted throughout the proposal are firm throughout the duration of project based upon outlined scope. Changes in labor rates shall not cause additions to contracted rate.
5. All items in the RFP must be answered. Any attachments provided in response to this proposal shall be attached to the Purchase Order and used as intent for performance.
6. All proposals must be legible in its entirety.

All proposals are due via email no later than 4:30 PM, Pacific Time, TBD

All proposals should be submitted in electronic format in a Word or PDF format via email to TBD

A respondent may withdraw their proposal at any time prior to the date set for receiving proposals. Thereafter, the bid may be withdrawn only after 120 calendar days after the due date, if the Owner has not acted thereon.

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*\*The following items are not presented in any specific order.\**

## **PART I. INSTALLATION AND ASSEMBLY**

### **INSTALL CONDITIONS AND ASSUMPTIONS**

1. The selected vendor will have a representative on-site for all installation activities.
2. The selected vendor will maintain General Public Liability Insurance and Workman's Compensation and Employer's Liability Insurance as required at no extra charge. Vendor will provide Insurance Certificates at acceptance with proposal.
3. Vendor will provide all Materials Handling Equipment (MHE) and tools necessary to complete all move activities.
4. The selected vendor must provide all necessary labor to carry out their responsibilities as specified in the Scope of Service. Assumption: 10 man crew with 2 supervisors. Installation vendor will not be on the job site except during implantation phase and meetings as required. If proposing a larger crew please provide detailed explanation.
5. The vendor's employees must be drug free. The vendor must provide proof of drug screening upon request.
6. Smoking and use of mind altering substances to include drugs and alcohol during installation and redelivery activities is strictly forbidden. The Owner or the owner's designated representative may request the removal of any vendor employee without cause if the owner suspects the employee of violating this condition.
7. The selected vendor's employees must maintain a neat and professional appearance at all times. Employees must wear uniform shirt with the company name and an identification badge. The identification badge must be visible at all times an employee is on the Owner's premises. For the purpose of this contract the owner's premises are to include any off-site warehouse locations under contract to the Owner.
8. The selected vendor will ensure the same project manager/company representative is assigned and present on-site though out the duration of installation activities. The exceptions are for illness, injury, death, or a request for removal by the Owner.
9. The selected vendor will be required to follow all on-site safety and working condition rules set by the Owner.
10. The selected vendor is not required to use Union labor, but must pay prevailing wages. Core employees need not be from the San Francisco Bay area. More weight is given to vendors who can provide local jobs.
11. Installation activities are expected to occur between July and October of 2014.

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**PART I. SCOPE OF SERVICE - INSTALLATION OF NEW OWNER FURNISHED / OWNER INSTALLED EQUIPMENT**

**PI 1.0 Planning**

PI 1.1 The selected vendor will participate in all pre-installation planning and coordination meetings as instructed by the Government Contracting Officer Representative (COR). Meeting participation will be in person as scheduled. Assumption: Up to four (4) on-site meetings for designated Project Manager.

PI 1.2 The selected vendor will closely coordinate services with the Government COR who will provide the vendor with detailed installation schedules. Selected vendor must be able to install equipment according to activation phases and schedule. Warehouse/re-delivery vendor to provide installation vendor with truck schedules and manifest in keeping with sequencing as determined by implementation team.

**PI 2.0 Installation**

PI 2.1 Prior to the arrival of the first delivery truck, the selected vendor will be responsible for hanging, in a visible location, a Door Report (Room by Room Report) for each destination room involved in installation activities.

PI 2.2 The selected vendor will inspect, physically receive on-site, unpack, uncrate, assemble and install all designated owner installed medical and nonmedical equipment.

PI 2.3 The selected vendor will be responsible for the removal of crating and packing materials from the facility. Removal of trash must be complete at the end of each shift.

PI 2.4 The selected vendor will be responsible for maintaining a neat work environment at all times. All steps must be taken to avoid clutter and trash on the job-site.

PI 2.5 The selected vendor will be responsible for assembling all designated equipment. Designated equipment includes but is not limited to: carts, clinical furniture such as stools and chairs, wheelchairs, diagnostics sets and placing wheels on roll stands. Excluded will be seismic anchored shelving and cabinet as well as all workplace and waiting room furniture.

PI 2.6 The selected vendor will be responsible for mounting designated minor wall-hung units. The owner will be responsible for designating a "spot" template for each type of unit. The selected vendor will not substitute its own judgment for direction from the Owner. Minor wall hung equipment to include but not limited to glove dispensers, hand sanitizers, mop racks, diagnostic sets, marker boards, chart racks and TVs. Excluded will be seismic anchorage such as shelving and TV brackets.

PI 2.7 The selected vendor will be responsible for communicating with the Owner all security requirements to protect small high cost equipment. An example of such security requirements might include the use of a designated locked room.

PI 2.8 The selected vendor will be responsible for checking equipment off the Door Report at the time it is placed in each room.

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PI 2.9 During installation, the selected vendor will be responsible for collecting all operating manuals, maintenance manuals, warranty cards etc. and placing them in a large envelope designated for each floor/department. At the end of each installation phase the selected vendor shall formally turn over the envelope as directed in writing in advance by the Owner.

PI 2.10 The selected vendor will be responsible for coordinating with the Government for any equipment that will require calibration, certification or pre-service safety checks. The process must be agreed upon in writing prior to the implementation phase.

PI 2.11 Concealed damage discovered upon uncrating is to immediately be reported to the warehouse vendor. Coordination will be required to ensure return and replacement of all damaged goods. Goods damaged through negligence or mishandling on the part of Installer employees will be replaced at the expense of the installer.

**PI 3.0 Acceptance**

PI 3.1 At the conclusion of installation activities the selected vendor will be responsible for completing a project walk-through, with the Government, for the purpose of obtaining an installation completion sign-off. The sign-off will include a visual confirmation of installed items against the door report. The selected vendor will prepare a punch list and resolve all missing or misplaced items.

PI 3.2 The selected vendor will perform most installation activities during "Normal Business Hours." The selected vendor may be required to work evenings or weekends at no additional charge to the Owner.

**PART I. DEFINITIONS**

1. Materials Handling Equipment (MHE): Is used for the movement and positioning of material within a facility or on a job-site. Examples include pallet jacks, pallet trucks, hand trucks, appliance dollies, 24 inch vehicles, book carts and furniture dollies.
2. Tools: All equipment needed to unassembled and reassemble included equipment and furnishings. Examples include vehicles, handheld walkie talkies, wireless telephones, drills, hammers, drivers, wrenches and sockets.
3. Packing and crating materials: Includes, but is not limited to: blankets, cartons, bubble wrap, packing paper, crate frames, packing labels and packing tape.

Wall-hung units: Includes, but is not limited to: glove dispensers, hand sanitizers, mop racks, diagnostic sets, marker boards, chart racks and TVs. Excluded will be seismic anchorage such as shelving and TV brackets.

4. Special Handling: Items requiring special care and/or coordination.
5. Equipment for installation is for New (purchased) as identified on the medical equipment list.

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6. Exclusions: does not include placement of items typically installed by a contractor or vendor such as Imaging equipment, Lights and Booms, Ice Makers or seismically attached items.

## **SUMMARY OF OFF SITE RECEIVING, WAREHOUSE STORAGE, WAREHOUSE MANAGEMENT AND REDELIVERY**

### **PART II. WAREHOUSE CONDITIONS AND ASSUMPTIONS**

1. Warehouse facility will have a monitored burglar alarm, fire alarm and fire sprinkler system throughout.
2. Warehouse shall comply with all OSHA requirements and facility shall be clean, dry and free of debris. The Warehouse is to be climate controlled.
3. Warehouse shall provide all appropriate materials handling equipment (MHE) needed to receive, store and redeliver high value, fragile medical equipment.
4. Warehouse facility will ensure a minimum of two receiving individuals are trained and familiar with all procedures. Employees are to be permanent employees of the facility and not temporary labor pool workers. Warehouse employees who deliver to owner's site must wear uniforms and have a clearly visible name badge.
5. Warehouse will be subject to unannounced on-site inspections by the Government COR or any designated representative at any time.
6. In order to efficiently receive, inspect and accept FF&E's the Warehouse should be located within close proximity to the Palo Alto Health Care Campus.
7. Warehouse is not required to use Union labor, but must pay prevailing city of San Francisco wage rate. Delivery trucks with contractor/vendor installed equipment re-delivered while construction trades are still on the job site will be required to enter through a designated non-union gate if not union members.

### **Part II. SCOPE OF SERVICE**

PW 4.0 Receiving – Includes multiple shipments from vendors to warehouse facility.

PW 4.1 Receivers will check cartons for visible damage and initiate freight claims with carriers who deliver damaged merchandise. Warehouse will be responsible for retrieving and returning any items the installation vendor finds with concealed damage. Warehouse vendor must coordinate with installation vendor. Goods damaged through negligence or mishandling on the part of warehouse vendor employees will be replaced at the expense of the warehouse vendor.

PW 4.2 Warehouse will locate all packing slips. Packing lists may be located on the outside of cartons or inside boxes.

PW 4.3 All original documentation, including packing lists and bills of lading will be collected, electronically scanned and forwarded to the Government COR with a copy of the Purchase Order.

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PW 4.4 Warehouse facility to maintain copies of all documentation for audit tracking purposes.

PW 4.5 A copy of the packing list or a barcode label will be attached to the carton before being placed in storage.

PW 4.6 Warehouse facility will provide a password protected website where receiving information can be viewed on a daily basis. Information is to be listed by purchase order number, and is to include scanned copies of bills of lading, packing lists and daily receiving reports. Receipts shall be posted within 24 hours.

PW 5.0 Storage – should include but may not be limited to hospital equipment, clinical furniture, computers, electronics, laboratory equipment and other high value and/or delicate equipment.

PW 5.1 Prior to placement in storage all merchandise shall be marked on the outside of the carton with the purchase order number(s), designated room number.

PW 5.2 Medical and IT equipment shall be stored separately. Monthly invoices will charge separately for each category.

PW 5.3 Extreme care will be taken to ensure that associated equipment that may be shipped separately is grouped together for re-delivery.

PW 5.4 Merchandise will not be co-mingled with the property of other warehouse clients.

PW 6.0 Re-Delivery- Includes withdrawal from storage, loading and tailgate delivery to owner's project site.

PW 6.1 Warehouse facility must have lift-gate capability. Facility trucks must be prepared to make dock height deliveries.

PW 6.2 Warehouse facility must be prepared to deliver merchandise that may require "blanket wrapped" protection.

PW 6.3 Warehouse facility must be prepared to provide all necessary materials handling equipment such as pallet jacks and pallet trucks.

PW 6.4 Warehouse facility must be able to schedule re-deliveries with 24 to 48 hour notice.

PW 6.5 Warehouse shall prepare a manifest for each truck delivery, which is to be checked off as each truck is received at the owner's dock.

**PART II. WAREHOUSE RECEIVING, STORAGE AND DELIVERY ASSUMPTIONS**

1. All proposals are to use the same assumptions for calculating fee at the lowest common denominator which is outlined on the fee matrix. Monthly invoices are to be based upon actual goods received, stored and re-delivered.

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2. Volume estimates:
  - a. TBD line items – TBD pieces
  - b. TBD in/outs
  - c. TBD total CWT
  - d. \_\_\_\_ months at maximum storage – \_\_\_\_ months with additional storage

**PART II. WAREHOUSE AND REDELIVERY DEFINITIONS**

1. Handling In: Weekday delivers made during the normal business hours of \_\_\_\_ AM to \_\_\_\_ PM to the warehouse facility. All functions for receiving goods and materials from common carriers. Includes, but is not limited to activities such pulling packing slip, documentation management and placing product on shelf.
2. Handling Out: All actions needed to redeliver goods and materials to the owner's project site. Includes but is not limited to removing product from shelf, placing product on shelf and delivery to owner's dock.
3. Tailgate delivery: All equipment and supplies will be moved via truck as needed. The warehouse facility shall use only weather-tight vans for transporting. Equipment and supplies will be moved through the loading dock or other designated areas at the owner's project site. This reflects all services related to transporting goods to the owner's dock.
4. Lift-gate: Hydraulic powered heavy duty tailgate lift with treadplate steel platform, able a 2,000 pound weight capacity from ground to loading dock height.
5. Packing List: Document containing detailed description of goods and materials in an associated shipment. Consists of the following: Shipper's name and address; purchaser; "Deliver To" name and address; number of pieces; purchase order number; catalog number, and any special handling instructions.
6. Bill of Lading: Also known as a waybill. Document used as a receipt signed by the carrier confirming whether goods matching the contract description have been received in good condition. A bill will be described as clean if the goods have been received on board in apparent good condition and stowed ready for transport to owner's project site.
7. Materials Handling Equipment: Material handling equipment (MHE) is used for the movement (transport) and storage (positioning) of material within a facility or at a site. Examples of MHE needed for the transport and storage of medical equipment are pallet jacks, pallet trucks, hand trucks, appliance dollies and furniture dollies.
8. Inspect Contents: Open cartons to identify hidden damage or condition of goods and materials.
9. Verify Contents: Detailed comparison of packing lists against carton contents to ensure accuracy of quantity and catalog number.

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10. Storage: Items received at the warehouse facility and kept for more than 48 hours. Date items placed into storage the warehouse vendor may invoice for a full month of storage at the appropriate carton weight.

10. Warehouse Access: Access for authorized vendor or contractor to inspect, assemble and verify contents of cartons prior to redelivery to owner site.

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